# CITY OF KENT POSITION DESCRIPTION

Position inventory number: PW0602			
Classification Specification: FIELD SUPERVISOR			
Salary Range:TM 34			
Position Description: Water Mains and Services Field Supervisor			
Incumbent:			
Location: Public Works/Operations - Water Mains and Services			

### **GENERAL PURPOSE:**

Under the direction of the Water Superintendent, incumbent in this position plans, organizes, and coordinates the activities, maintenance, and operation of the Water Distribution Mains and Services Division, and is responsible for supervising and evaluating assigned personnel and their work.

Work is characterized by supervisory, technical and skilled maintenance tasks such as: planning, scheduling, assigning, supervising, and coordinating the work of the division; conducting performance evaluations and approving/scheduling employee leave time of assigned crews; supervising the daily activities of the Water Distribution Mains and Services Division; completing daily paperwork; reviewing plans/designs for future work; requisitioning materials and equipment; coordinating projects and new construction activities; attending construction and other meetings relevant to areas of responsibility.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent assists the Superintendent by developing the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignments, resolves most conflicts that arise, coordinates work with others, and uses independent judgment concerning repair methods. Incumbent keeps the Superintendent informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

# **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews; making recommendations to hire; training employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Complete daily paperwork consisting of work orders, time sheets, weekly and monthly activity reports, and section budget. Prepare short and long-range work plans.

Investigate and resolve complaints related to City water mains, services and water quality.

Attend a variety of department, division and staff meetings including preconstruction meetings and walkthroughs.

Prepare weekly, monthly, quarterly, and annual planning and activity reports.

Review plans/designs for projects/new construction/repairs of the water distribution system.

Interact with City, State and County personnel regarding projects, coordinate jobs, and process paperwork and permits as needed.

Requisition materials, equipment and supplies.

Investigate any on the job injury accidents/incidents; provide appropriate paperwork to the Employee Services Department Risk/Safety Analyst.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

# PERIPHERAL DUTIES:

Fill-in for Superintendent when necessary.

Perform related duties as assigned.

# KNOWLEDGE, SKILLS, AND ABILITIES:

### KNOWLEDGE OF:

- Modern water system maintenance practices, hydraulic principles, water quality regulations and routine sampling/analysis
- Safe working practices and operation of equipment and tools used in repairing and maintaining the water system
- Advanced mathematics, algebra formulas, percentage calculations, conversions for operating and maintaining the water system correctly and efficiently
- Interpersonal skills using tact, patience and courtesy
- Principles and practices of supervision and training
- Methods, tools, equipment and materials used in the maintenance and operation of the water distribution system
- Safety requirements and specifications of various types of vehicles and equipment
- Applicable laws, codes, regulations, policies and procedures
- City organization, operations, policies, and procedures

- Statistical record keeping techniques
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Personal computers and their use

#### SKILLED IN:

- Performing maintenance tasks related to water distribution
- Operating equipment used in maintenance and repairs of water distribution systems
- Prioritizing and solving difficult problems in a logical, efficient manner
- Communicating both orally and in writing
- Effective use of interpersonal skills in a tactful, patient and courteous manner

#### **ABILITY TO:**

- Monitor maintenance activities to assure efficient, safe and effective working practices of the Water Division
- Effectively plan and organize work for self and assigned crews
- Gauge progress and make adjustments to meet deadlines
- Assign and coordinate workload to employees based on their skills and abilities
- Communicate effectively both orally and in writing
- Maintain effective working relationships with managers, subordinates, other City employees and outside individuals
- Maintain accurate operating logs and records
- Learn and use computer operation and methods of record keeping efficiently
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Train, supervise and evaluate personnel
- Analyze situations accurately and adopt an effective course of action

### **EDUCATION AND EXPERIENCE REQUIRED:**

Education: High School diploma, or equivalent, supplemented by two (2) years of post

high school training or trade school in the operation, maintenance, and repair of water systems, such as a vocational training certificate for Water Supply

Technology (preferred); and

Experience: Five (5) years experience in the operation, maintenance, and repair of water

systems. At least one (1) of the five (5) years must include experience in a

supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

#### LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Commercial Driver's License (CDL) Class A with appropriate endorsements

- Water Distribution Manager II or Water Distribution Specialist II
- Washington Cross Connection Control Specialist I
- Traffic Control Flagging Card
- First Aid/CPR Card
- Asbestos Pipe Handler certification
- Excavation Safety Competent Person certification
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record

# MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in the operation, maintenance, and repair of water systems, including, but not limited to shovels, bars, wrenches, saws, cutters, locators, compactors, tapping machines, leak detectors.

Motorized vehicles including but not limited to heavy trucks, dump trucks, loaders, backhoes, tractors, trailers and other heavy equipment. Incumbent will also be required to operate a City vehicle to travel between work sites.

May use typical business office machinery and equipment, including, but not limited to, personal computer, telephone, fax machine, copy machine, and calculator.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORKING CONDITIONS:**

Incumbent works indoors in an office environment to complete paperwork and other related tasks and in an outdoors environment while performing maintenance, operating equipment and supervising and reviewing crews as they work. Exposed to unfavorable weather conditions while working outdoors. Work is performed in vaults, excavations, confined spaces and hazardous atmospheres.

Incumbent is subject to call out after normal work hours for emergency work; may also be required to be on standby duty after hours and on weekends. Will be scheduled to work shifts, nights, weekends and holidays as needed. Will also frequently work alone during a

work shift or after hours.

The noise level in the office environment is usually moderately quiet and in the outdoors environment is usually loud to very loud. Incumbent may be exposed to individuals who are disgruntled, irate, or hostile.

SIGNATURES:				
Incumbent's Signature	Date	Supervisor's Signature	Date	
Department Director/Designee	Date	Employee Services Director/Designee	Date	

\*\*Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 3/5/02